

## **Questions related to academic advising and course registration**

1. How long are the class periods?

*In most cases*, classes are offered on Monday-Wednesday-Friday OR Tuesday-Thursday. Most MWF classes are held for 50 minutes, and T/R classes are held for 1 hour and 15 minutes.

2. Who is my advisor(s) and where will I find him/her/them?

Students are assigned an advisor based on their major. You can find your advisor in your admissions portal if you are a new student or it is located in WebAMC for returning students.

3. How many credits do I take?

To be considered a full-time student, a student must be enrolled in a minimum of 12 credits. The maximum credit load is 17 for traditional students. Accelerated degree students may take up to 18 credits.

4. When is the deadline to register for classes?

Accepted students may register for classes and make changes to schedules until the last day of the ADD/DROP period in their initial enrollment term. Ideally, though students will be registered for at least 12 credits by the first day of classes.

5. Where can I find all of the classes I need to take to complete my degree?

In your Degree Audit. This can be found in WebAMC under “student records” tab.

6. What does the day R mean?

Thursday.

7. Why does my Online course say it meets on Monday?

We have to assign every course a day of the week. We use Monday, but that doesn’t mean you have to log in that day. Online courses are completely asynchronous.

8. How do I know what to register for?

If you are a new student, your Academic Advisor will register you. If you are a returning student, your advisor will meet with you to pick out your next semester's courses. Your advisor will either register you or give you a PIN number to self-register yourself via WebAMC.

9. How do I register for courses in WebAMC?

If your advisor provides you with your pin number you can register yourself with these [steps](#).

Please note, some majors/advisors will register you themselves.

10. Where do I find the course listing?

Course listings are located on WebAMC under the “Course Listing” tab

11. How do I find my course schedule?

Your course schedule is located in WebAMC under the “student records” tab.

12. How do I know what textbooks are needed?

You can search for textbooks using the bookstore search engine here:

<https://www.bkstr.com/annamariastore/shop/textbooks-and-course-materials>

**Questions related to changing major, minor**

1. How can I change my major?

Speak with your academic advisor if you wish to change your major. Your advisor will need to submit a “change of major form”. Once completed the Registrar's Office will email you.

2. Can I double major?

Yes. However, you should speak with your academic advisor about this as it could impact your graduation date.

3. How can I add/remove a minor?

Speak with your academic advisor if you wish to add/remove a minor. Your advisor will need to submit a “change of minor form”. Once completed the Registrar's Office will email you.

**General FAQ's**

1. How do I withdraw from a course?

You must speak to your Academic Advisor first. If a course withdrawal is necessary, a “course withdrawal” form will be filled out by your advisor. You will receive confirmation of the withdrawal from the Registrar’s Office.

2. Can I take a course off-campus during the summer and transfer the credit in?

Yes! Before you take the course, you must fill out this form:

[https://annamaria.formstack.com/forms/off\\_campus\\_request\\_form](https://annamaria.formstack.com/forms/off_campus_request_form) Your advisor will review the form and let you know if the course is approved. If approved, you will receive an email from the Registrar’s Office explaining what your obligations will be.

3. Can I cross-register at another college during the spring/fall term?

Yes! Cross-registration allows a student to take one day class at one of the member colleges of the Higher Education Consortium of Central Massachusetts (HECCMA) during the fall and spring semesters. To be eligible to cross-register through the Consortium, a student must be enrolled as a full-time undergraduate student with a minimum of 12 credits. The student will pay Anna Maria College’s full tuition rate. If all conditions are met, please fill out the form here and bring it to the registrar’s office. Courses taken through the Consortium exchange are treated as Anna Maria College courses, which impact the GPA. Continuing Education classes excluded.

4. What is considered a passing grade?

D is considered a passing grade in *most* courses. If you are unsure, please check the course catalog linked here: <https://annamaria.edu/campus-life/registrars-office/undergraduate-catalogs/>